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# JOB DESCRIPTION

**JOB TITLE:** Kitchen Porter

**GRADE: AS10**

**REPORTING TO:** Chef Manager / Deputy Catering Manager

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**ROLE OVERVIEW**

To work in the catering department, assisting in the day to day cleanliness of the kitchen and washing kitchen equipment; eg, crockery, fryers, ovens, fridges, floors and store rooms.

**KEY FUNCTIONS**

* Maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
* Receive, check and store all deliveries in to the correct areas and ensure stock rotation
* Assist with the smooth running of the school kitchen and assist at catering functions.
* Undertake a set daily cleaning schedule, ensuring high standards of cleanliness throughout the catering department.
* Load dishwashers and to wash dishes, cutlery, glasses, serving utensils, containers, pots, pans and other items of catering equipment as necessary.
* Clean, on a daily basis, all catering surfaces and floors to standards laid down by the School as directed on cleaning schedules, to assist in cleaning the kitchen and wash-up areas after breakfast, lunch and dinner periods.
* Assist other kitchen porters/general kitchen assistants with the weekly clean of fryers, windows, stores and any other kitchen equipment as instructed.
* Maintain confidentiality of information acquired in the course of undertaking duties for the school.
* Use cleaning chemicals within COSHH guidelines, along with wearing the relevant personal protective equipment provided by the School for each cleaning job.
* Assist in the checking of food deliveries and assist in storing foods appropriately as directed by the Chef Manager/Deputy Catering Manager.
* Assist with emptying bins, breaking down of boxes and recycling and maintaining the tidiness of the bin storage area /Delivery yard
* Undertake other duties appropriate to the grading of the post as and when required.
* Support other team members as and when required
* Adhere to any applicable rules, regulations or legislation e.g. Health & Safety at Work, Food Hygiene Laws and School Rules.

**PERSON SPECIFICATION**

*Essential Criteria*

* Proven record of reliability
* Evidence of strong work ethic (e.g. from references)
* Flexible approach
* Ability to tackle manual aspects of the role, within manual handling guidelines
* Sensitive to both the Methodist ethos of the School and the principles of independent education

*Desirable Criteria*

* Successful experience in a similar role
* Knowledge of Health & Safety and Hygiene regulations in a catering environment

**ADDITIONAL**

* Training to operate equipment will be provided as necessary.
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed:** March 2020

**Reviewed by:** Catering Manager